



RECEIVED BY CLERK
Circuit & County Courts
Miami-Dade County, Florida
1:40 pm, 06/29/2021
CLERK OF THE BOARD

Miami-Dade Aviation Department
P.O. Box 526624
Miami, FL 33152-6624
<http://www.miami-airport.com>

OPERATIONAL DIRECTIVE NO. 15-01
Last Amended: March 8, 2017
Effective: July 14, 2021

SUBJECT: FUNDRAISING ACTIVITIES WITHIN THE MIA TERMINAL BUILDING AND OTHER AIRPORT PROPERTIES

PURPOSE: To establish a uniform policy and procedure(s) for organizing fundraising activities by the Miami-Dade Aviation Department (MDAD) and all tenants and service providers within the Miami International Airport (MIA) property.

I. AUTHORITY:

- A. Chapter 25-1.2, 25-2.2, 25-4.1 of the Miami-Dade County Code, Chapter 25 Miami-Dade Aviation Department Rules and Regulations
- B. Operational Directive No. 99-03, Aviation Department Written Directive System
- C. Operational Directive No. 99-2, Aviation Department Operational Directives
- D. Miami-Dade County Conflict of Interest and Code of Ethics Ordinance

II. DEFINITIONS:

- A. Fundraising: The collection of money through either donations, sales of items and/or events for the purpose of extending a donation on behalf of the County to a charitable or non-profit organization.
- B. MIA Terminal Building: Consists of the arrival (first floor), departure (second floor) as well as the third (moving sidewalks) levels of the terminal building. Also included are all current and future concourses.
- C. Active Passenger Areas: Includes the areas identified above and extends to the MIA Mover Station and the Rental Car Center.
- D. Non Passenger Locations: The MDAD office tower in concourse E, the Landside Operations Office area on the first level of the Dolphin Garage, Concourse D Auditorium, Building 5A and most areas not identified in B or C above.

Departmental Operational Directive (OD)

OD No: 15-01

Effective: July 14, 2021

III. POLICY:

The following guidelines are applicable to all fundraising activities organized on behalf of the Department or sponsored by tenants and business partners to be held at the MIA Terminal Building and other airport properties.

- A. The sponsor of the fundraising activity must complete a request form (Attachment I) and obtain approval from the Assistant Director of Business Retention and Development for all activities to be held in the MIA Terminal Building. Information to be included on the request form include name of the charitable event, description of the charity, activity planned and planned location for the activity.
- B. Fundraising events and activities are not allowed in the active passenger terminal areas as directed under Chapter 25. These activities will be limited to non-passenger locations as defined above.
- C. For Miami-Dade County employees, be aware the Conflict of Interest and Code of Ethics Ordinance states gifts may be solicited from vendors, businesses or organizations if used solely by the government to conduct official business or to benefit non-profit organizations adopted by the Mayor or County Commission as part of an official County fundraising drive, but only if the solicitation is from commissioners and their staff and when the commissioners and their staff receive no compensation for the solicitation. Therefore, Aviation employees may not request donations of goods or services from any entity including, but not limited to, business partners, concessionaires, vendors and/or service providers.

IV. AMENDMENTS:

The Department reserves the right to amend this operating policy at any time based on current law, Miami-Dade County policies and operating needs.

V. SEVERABILITY:

If any court of competent jurisdiction determines that any provision in this policy is illegal or void, that provision shall be nullified and the remainder of this policy shall continue in full force and effect. If such court rules that any charge, fee, or security deposit requirement is illegal or void, the Aviation Director is authorized and directed to impose a charge, fee, or security deposit requirement that complies with the court order or applicable provisions of law, which shall become effective on the date of imposition and shall continue until modified by the Miami-Dade County Board of County Commissioners.

Departmental Operational Directive (OD)

OD No: 15-01

Effective: July 14, 2021

VI. EFFECTIVE DATE:

This operational directive shall become effective 15 days subsequent to its filing with the Clerk of the Circuit Court as Clerk of the County Commission. This operational directive shall remain in effect until revoked or amended.

VII. REVOCATION:

Revocations and removal of established Department policies requires written justification by requesting division management for review and concurrence by the Department's Professional Compliance Division. Upon written concurrence, the revocation request will be submitted, by Professional Compliance, for approval by the Aviation Director. Should the written directive be an Operational Directive, the authorized revocation justification will be sent to the Clerk of the Board for filing with the original Operational Directive under revocation. All approved revocation justification memoranda shall be posted to the Department's Written Directives Log to identify why the directive has been revoked to maintain ongoing operational accountability.

Approved By:

 6/28/21

Ralph Cutié, Interim Aviation Director

Date: 6/28/21

Attachment I – Request to Host Fundraising Activity

REQUEST TO HOST FUNDRAISING ACTIVITY

NAME OF ORGINAZATION TO BENEFIT FROM FUNDRAISING ACTIVITY

TYPE OF ACTIVITY: _____

LOCATION OF ACTIVITY: _____

DATE ACTIVITY TO BE CONDUCTED: _____

HOURS OF ACTIVITY: _____

SPONSOR(S) OF ACTIVITY: _____

REQUESTOR: _____

APPROVAL

DENIAL

ASSISTANT DIRECTOR OF BUSINESS RETENTION AND DEVELOPMENT